

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: JUNE 28, 2010

COMMITTEE MEMBERS

PRESENT:

SUPERVISORS STRAINER
GIRARD
STEC
VANNESS
SOKOL
TAYLOR
BENTLEY

OTHERS PRESENT:

WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING
ADMINISTRATION
PAUL DUSEK, COUNTY ATTORNEY/COMMISSIONER OF
ADMINISTRATIVE & FISCAL SERVICES
FREDERICK MONROE, CHAIRMAN
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS MERLINO
MCCOY
MCDEVITT
CONOVER
THOMAS
TODD LUNT, DIRECTOR OF HUMAN RESOURCES
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Strainer called the meeting of the Human Services Committee to order at 9:32 a.m.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Bill Resse, Director of Employment & Training Administration (ETA), who distributed copies of the agenda to Committee members, a copy of which is on file with the minutes.

Mr. Resse presented a request for a contract with the Warren-Saratoga-Washington-Hamilton-Essex Board of Cooperative Educational Services (WSWHE BOCES), for General Equivalency Diploma (GED) instructional services for the WIA Youth Employment Program, for the period commencing on or after October 1, 2010 and terminating no later than June 30, 2011, for a total amount not to exceed \$12,752.

Motion was made by Mr. Bentley, seconded by Mr. Stec and carried unanimously to approve the request for a contract as outlined above and the necessary resolution was authorized for the July 16, 2010 Board meeting. A copy of the resolution request form is on file with the minutes.

Next, Mr. Resse presented a request to transfer funds from WIA Administrative Stimulus - Contract, to WIA Administrative Stimulus - Salaries - Regular, in the amount of \$1,148, to align the budget with the grant close out.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to approve the request for a transfer of funds as outlined above and to refer same to the Finance Committee. A copy of the request for a Transfer of Funds is on file with the minutes.

Mr. Resse presented a request to amend the 2010 County Budget to increase estimated revenues and appropriations in the amount of \$691,887 to reflect the receipt of Federal funds from the Workforce Investment Act (WIA) and Temporary Assistance for Needy Families (TANF), as itemized on the request. He noted that the ETA fiscal year was July 1st through June 30th.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to approve the request to amend the County Budget as outlined above and to refer same to the Finance Committee. A copy of the Request to Amend County Budget is on file with the minutes.

Mr. Resse noted that the Temporary Assistance for Needy Families (TANF) portion of the revenues was \$39,009 and was received in the last several days. As a result, he said, the ETA staff had worked hard to move the program forward within a short time frame. The funds, he said, were less than half of the funds received in 2009.

Pertaining to the Summer Youth Employment Program, Mr. Resse stated that approximately 120 applications were received and 60 youth were selected to participate in the program for which orientation would begin this week. He summarized the three sources of revenue for the program which included WIA and TANF funding as well as remaining 2009 Stimulus funds. Mr. Resse informed that the annual awards picnic for the Summer Youth Employment Program would be held on August 19, 2010.

Addressing Personnel matters, Mr. Resse apprised that the fiscal staff member in the ETA had requested a review of the job title and classification for that position. He stated that the position of Director would also need to be addressed.

Paul Dusek, County Attorney/Commissioner of Administrative & Fiscal Services, stated that in anticipation of the need to fill the ETA Director position, research was conducted in order to propose a salary range for the position.

Privilege of the floor was extended to Todd Lunt, Human Resources Director, who stated that he had obtained information from the New York State Association of Counties (NYSAC) relative to the Employment & Training Director II position in other counties. He apprised that the Budget for the Warren County ETA was \$660,000 with 7 staff members and he identified counties with similar parameters. Mr. Lunt summarized his finding which included comparisons to 8 other counties with Madison County being most similar to Warren County in terms of budget and staff, with an ETA Director salary of \$60,000.

Based on the information he obtained, Mr. Lunt recommended a salary range of between \$50,000 and \$60,000, based on experience. He stated that the vacancy would be posted on the Warren County website and advertised in The Post Star and Albany Times Union.

Mr. VanNess asked if any interest in the position had been shown by other Department staff.

Mr. Dusek, requested an executive session to discuss matters leading to the possible appointment of a particular person.

Motion was made by Mr. VanNess, seconded by Mr. Bentley and carried unanimously to declare an executive session pursuant to 105 (f) of the Public Officers Law.

Executive session was declared from 9:40 a.m. to 9:55 a.m.

Committee reconvened and Mr. Strainer noted that no action was necessary pursuant to the executive session.

Motion was made by Mr. Bentley and seconded by Mr. VanNess to advertise for the position of Employment & Training Director with a salary range of \$50,000 to \$60,000.

On behalf of the Veterans' Services Office, Mr. Strainer informed that Denise DiResta, Director of Veterans' Services, would be out of the Office attending mandatory military reserve training from August 2 - 13, 2010 and Office coverage would be needed. Mr. Dusek stated that he had received an affirmative response for 2 to 3 days per week, and he noted that a temporary, per diem salary would need to be determined. Mr. Strainer confirmed that Bill McGarr, former Director of Veterans' Services, had agreed to work 2 to 3 days per week.

Motion was made by Mr. Bentley, seconded by Mr. Stec and carried unanimously to approve the request for temporary staff as outlined above and to refer same to the Personnel Committee. A copy of the resolution request form is on file with the minutes.

There being no further business before the Human Services Committee, on motion by Mr. Bentley and seconded by Mr. Taylor, Mr. Strainer adjourned the meeting at 10:36 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist